

Chapter 12

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[HISTORY: Adopted by the Town Board of the Town of Washington as indicated in article histories. Amendments noted where applicable.]

GENERAL REFERENCES

Town Board — See Ch. 130.

Historic Preservation Committee — See Ch. 221.

ARTICLE I
Zoning and¹ Planning Committee
[Adopted 6-19-1986 as Ch. 5, Subch. I of the 1986 Code; amended 3-8-1993; 3-25-1993]

§ 12-1. Authorization.

The Town shall have a Zoning and Planning Committee, known as the "Town of Washington Zoning and Planning Committee."

§ 12-2. Purpose.²

The purpose of such Planning Committee shall be to:

- A. Investigate, evaluate and make recommendations to the Town Board with regard to a Comprehensive Plan and revisions to the Door County Zoning Ordinance.
- B. To investigate, evaluate and make recommendations to the Town Board in matters regarding conditional use permits, variances, text amendments, and zoning change requests, then submit to the Door County Resource Planning Committee and to the Board of Adjustment as applicable to Washington Island.^{3 / 4}

§ 12-3. Membership.

- A. Members. The Zoning and Planning Committee shall be composed of a minimum of seven members, but not more than nine, two of whom shall be members of the Town Board. The Town Board upon recommendation from the Committee shall appoint the other members. In addition, an alternate member may be appointed to serve as needed to fulfill a quorum.⁵
- B. Term. Members shall serve until they either resign or are removed by the Town Board. Any such members may be removed by the Town Board at any time, without cause, by notice to them in writing.

§ 12-4. Officers.

- A. One of the members of the Committee shall be the Chairperson and one shall be the Secretary.
- B. The Chairperson and Secretary shall be elected annually by a majority vote of the Committee membership at the first meeting in April at which there is a quorum present.
- C. The Chairperson shall preside at all meetings. The Secretary shall keep minutes of all meetings, and furnish a copy to the Town Board following the meeting. In addition, the Secretary shall correspond on behalf of the Committee.

§ 12-5. Meetings.

- A. The Committee shall meet as needed to carry out the purposes as stated in §12-2, at a time

¹ Clerk's Note: Amended at Town Board Meeting 4/20/2011, Section 12, Item C.

² Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).

³ Clerk's Note: Amended at Town Board Meeting 11/12/2008, Section I, Item 5.

⁴ Clerk's Note: Amended at Town Board Meeting 3/11/2009, Section H, Item 2.

⁵ Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).

and place to be decided upon by the Committee membership.

- B. All such meetings shall be conducted in accordance with Subchapter V of Chapter 19 of the Wisconsin Statutes, commonly known as the "Wisconsin Open Meeting Law."
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ARTICLE II

Community Center Committee

Red Barn Sub-Committee

[Adopted 6-19-1986 as Ch. 9, Subch. VIII of the 1986 Code]

§ 12-6. Authorization.

The Town shall have a committee known as the "Community Center Committee." The Community Center Committee has a sub-committee known as the "Red Barn Committee".¹

§ 12-7. Purpose.

The purpose and objectives of the Committee are:

- A. To serve in an advisory capacity to the Town Board providing recreation and entertainment activities in the Community Center and Red Barn buildings for residents and visitors of Washington Island.
- B. To promote the physical and social well-being of participants, regardless of age, race or sex, in a drug- and alcohol-free atmosphere.
- C. To establish policies, standing rules and procedures to effectuate the purposes of the Committee. All such policies, rules, procedures and amendments thereto shall be referred to the Town Board for approval before becoming effective.
- D. To serve in an advisory capacity to the Town Board on changes and major repairs to the Community Center and Red Barn buildings.
- E. To be authorized to continue to be governed by the existing bylaws published as Statement of Purpose of the Washington Island Community Center Committee adopted by the Town Board October 2, 1985.

§ 12-8. Membership.²

- A. Members. The Community Center Committee shall be composed of nine members, all appointed by the Town Board, upon recommendation of the Committee.

The Red Barn Committee shall be composed of seven members and no more than nine, all appointed by the Town Board, upon the recommendation of the Committee.³

- B. Term. Each member of the Community Center Committee and the Red Barn Committee⁴ shall serve until the member either resigns, or is removed by the Town Board upon recommendation of the Committee.
- C. Vacancies. If any member resigns or is removed, the Committee will recommend a

1. Clerk's Note: Amended RTBM 12/27/2011, Section 11 New Business, Item C. Town Ordinance.

2. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).

3. Clerk's Note: Amended RTBM 12/27/2011, Section 11 New Business, Item C. Town Ordinance.

4. Clerk's Note: Amended RTBM 12/27/2011 Section 11 New Business, Item C. Town Ordinance.

person to the Town Board to fill the vacancy.

§ 12-9. Officers.

The Committee shall have a Chairperson, a Vice Chairperson, a Secretary and a Treasurer, elected annually by the Committee.

- A. The Chairperson, or in his absence, the Vice Chairperson, shall preside at all meetings.
- B. The Secretary shall keep all minutes of the meetings, and furnish a copy to the Town Board following the meeting.
- C. The Treasurer shall keep all financial records. All donated and self-generated funds and Red Barn lease monies shall be transferred to separate Community Center accounts in the Town of Washington. These accounts shall be under the exclusive control and management of the Community Center Committee. Approval of payments from the accounts shall be made by checks issued by the Town Clerk/Treasurer upon filing of certified bills or vouchers signed by the proper officers of the Community Center Committee giving the name of the claimant or payee and the amount and nature of each payment. All fund transfers between accounts must be approved by the Town Board. [Amended 5-12-2003 by Ord. No. 2003-1⁵]

§ 12-10. Employees.⁶

The Community Center Committee and the Red Barn Committee are⁷ authorized to have employees. Any such employees may be hired by the Town Board, upon recommendation of the Committee, and such employees shall be deemed employees of the Town of Washington. Any monies expended by the Town of Washington in payment of salaries or other benefits of such employees shall be reimbursed to the Town Clerk/Treasurer from funds of the Committee upon proper authorization.

§ 12-11. Meetings.

- A. The Community Center Committee and the Red Barn Committee⁸ shall meet from time to time at a time and place to be decided upon by the Committee members.
- B. All such meetings shall be conducted in accordance with Subchapter V of Chapter 19 of Wisconsin Statutes, commonly known as the "Wisconsin Open Meeting Law."

5. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).

6. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).

7. Clerk's Note: Amended RTBM 12/27/2011, Section 11 New Business, Item C. Town Ordinance.

8. Clerk's Note: Amended RTBM 12/27/2011, Section 11 New Business, Item C. Town Ordinance.

ARTICLE III
Natural Areas Committee
[Adopted 6-19-1986 as Ch. 10, Subch. X of the 1986 Code]

§ 12-12. Authorization.

The Town shall have a Natural Areas Committee known as the "Natural Areas Committee."

§ 12-13. Purpose.

- A. To oversee natural areas and make recommendations to the Town Board for maintenance and improvements following the State Natural Areas Management Plan.¹
- B. To inspect the areas at least twice a year.

§ 12-14. Powers.

The Committee is empowered to establish policies, standing rules and procedures to effectuate the purposes of the Committee. All such policies, rules and procedures and amendments thereto shall be referred to the Town Board for approval before becoming effective.

§ 12-15. Membership.²

- A. Members. The Natural Areas Committee shall have six members, all appointed by the Town Board.
- B. Term. Each member of the Natural Areas Committee shall serve until the member either resigns, or is removed by the Town Board upon recommendation of the Committee.
- C. Vacancies. If any member resigns or is removed by the Town Board, the Town Board will appoint a person upon recommendation of the Committee.

§ 12-16. Officers.

The Natural Areas Committee shall have a Chairperson and a Secretary, elected from the Committee by a majority vote annually at a meeting of the Committee.

- A. The Chairperson shall preside at all meetings.
- B. The Secretary shall keep minutes of all meetings, and furnish a copy to the Town Board following a meeting. In addition, the Secretary shall correspond on behalf of the Committee.

1. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).

2. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).

§ 12-17. Meetings.

- A. The Committee shall meet as needed and upon agreement within the officers of the Committee.
 - B. All such meetings shall be conducted in accordance with Subchapter V of Chapter 19 of Wisconsin Statutes, commonly known as the "Wisconsin Open Meeting Law."
 - C. All meetings of the Committee shall require that a quorum be present before any business is transacted. Passage of any matter shall require a majority vote of the members present at the meeting.
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ARTICLE IV
Recreation Center Committee
[Adopted 12-8-1986 (Ch. 9, Subch. IV of the 1986 Code); amended 3-8-1993]

§ 12-18. Authorization.

The Town of Washington shall have a Recreation Center Committee known as the "Washington Island Recreation Center Committee." (Committee)

§ 12-19. Purpose.

The purpose of such Committee shall be:

- A. To oversee the improvements of the Washington Island Recreation Center;¹
- B. To operate and maintain the Recreation Center;
- C. To establish policies, standing rules and procedures; and
- D. To establish a staff necessary to operate the Recreation Center.

§ 12-20. Powers.

The Committee is empowered to establish policies, standing rules and procedures to effectuate the purposes of the Committee. The Committee shall be supervised by the Town Board. All personnel job descriptions, salaries, and/or policies, and amendments thereto, shall be referred to the Town Board for approval before becoming effective.

§ 12-21. Organization.

- A. The Committee shall be appointed by the Town Board.
- B. The number of members of the Committee shall be seven (7)².
- C. The initial Committee shall serve until October 1, 1989, at which time two terms will expire. Thereafter, two terms will expire each successive year.
- D. Any member may be removed by the Town Board by notice to the member in writing.
- E. Reason for removal would be misconduct in duties which would jeopardize the functioning of the Committee in the interest for which the Recreation Center was established.

§ 12-22. Officers.

The Committee shall have a President, Vice President, Secretary and Treasurer, elected from the Committee members by a majority vote at the first meeting of the Committee.

1. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).

2. Clerk's Note: Amended at TBM 03-10-2010 Section I New Business, Item 2

- B. The Vice President shall preside in the absence of the President.
- C. The Secretary shall keep all minutes of the meetings, and give a copy to the Town Clerk/Treasurer following each meeting.
- D. The Treasurer shall accept all signed bills which have been authorized by the Recreation Center budget and verified by the officers, before being transferred to the Town Clerk/Treasurer for payment.
- E. Officers shall serve until the election of new officers at the next annual meeting unless removed prior to the annual meeting. If any officer is removed, that office shall be replaced by an election at the next meeting of the Committee after the officer is removed.

§ 12-23. Meetings.

- A. The Committee shall meet at least once a month at a time and place to be decided upon by the Committee members.
 - B. All such meetings shall be conducted in accordance with Subchapter V of Chapter 19 of Wisconsin Statutes, commonly known as the "Wisconsin Open Meeting Law."
 - C. The Budget for the Recreation Center shall be presented to the Town Board prior to October 1 of each year to give ample time to be placed in the Town of Washington budget.
 - D. The annual meeting of the Committee shall be prior to October 1 of each year.
 - E. All meetings of the Committee shall require that a quorum be present before any business is transacted. Passage of any matter shall require a vote by a majority of the members present at the meeting.
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ARTICLE V

Archives Committee

[Adopted 12-8-1986 (Ch. 9, Subch. V of the 1986 Code); amended 2-12-1990]

§ 12-24. Authorization.

The Town shall have an Archives Committee known as the "Town of Washington Archives Committee."

§ 12-25. Purpose.

The purpose of such Archives Committee shall be as follows:

- A. To locate, gather, classify, record and permanently preserve a pictorial, oral and written continuum of the Town of Washington and its environs.
- B. To provide presentations of material for the general public on a regular basis in order that all may benefit from the collection.
- C. To provide supervised use of the materials acquired to members of the general public in order that those who desire to study community history may do so.

§ 12-26. Powers.

The Archives Committee is empowered to establish policies, standing rules and procedures to effectuate the purposes of the Archives Committee. The Committee shall be supervised by the Town Board. All such policies, rules and procedures, and amendments thereto, shall be referred to the Town Board for approval before becoming effective.

§ 12-27. Membership.¹

- A. Members. The Archives Committee shall be composed of nine members, all appointed by the Town Board, upon recommendations of the Committee. In addition, the Town Chairperson, or in the absence of the Town Chairperson, a Town Board Supervisor shall serve as an ex officio member of the Committee.
- B. Term. Each member of the Archives Committee shall serve until the member either resigns, or is removed by the Town Board upon recommendation of the Committee.
- C. Vacancies. If any member resigns or is removed, the Committee will recommend a person to the Town Board to fill the vacancy.

§ 12-28. Officers.

The Archives Committee shall have a Chairperson, a Vice Chairperson, a Secretary and a Treasurer, elected annually by the Committee.

1. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).

- A. The Chairperson, or in his absence, the Vice Chairperson, shall preside at all meetings.
- B. The Secretary shall keep all minutes of the meetings, and furnish a copy to the Town Board following the meeting.
- C. The Treasurer shall keep all financial records. All donated and self-generated funds shall be transferred to a separate Archives account in the Town of Washington. This account shall be under the exclusive control and management of the Archives Committee. Approval of payments from this account shall be made by checks issued by the Town Clerk/Treasurer upon the filing with him or her of certified bills, vouchers signed by the proper officers of the Archives Committee, giving the name of the claimant or payee and the amount and nature of each payment.

§ 12-29. Employees.

The Archives Committee is authorized to have employees. Any such employees shall be hired by the Town Board, upon recommendations of the Archives Committee, and such employees shall be deemed employees of the Town of Washington. Any monies expended by the Town of Washington in payment of salaries or other benefits of such employees shall be reimbursed to the Town Clerk/Treasurer from funds of the Committee upon proper authorization.

§ 12-30. Meetings.

- A. The Archives Committee shall meet from time to time at a time and place to be decided upon by the Committee members.
- B. All such meetings shall be conducted in accordance with Subchapter V of Chapter 19 of Wisconsin Statutes, commonly known as the "Wisconsin Open Meeting Law."

§ 12-31. Collection of artifacts.

- A. The Archives collection shall be the property of the Town of Washington and be located in the Washington Island Community Center.
 - B. Custody of the materials shall be with the Archives Committee.²
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2. Editor's Note: See §§ 60.22(1) and (3) and 60.64, Wis. Stats.

ARTICLE VI

Jacobsen Museum Committee

[Adopted 4-13-1987 by Ord. No. 004-86 (Ch. 9, Subch. VI of the 1986 Code); amended 3-8-1993]

§ 12-32. Authorization.

The Town shall have a Museum Committee known as the "Jacobsen Museum Committee."

§ 12-33. Purpose.

The purpose of such Museum Committee shall be as follows:

- A. To locate, gather, record and permanently preserve a collection of natural and historic artifacts of the region.
- B. To provide supervised viewing of the materials acquired by members of the general public.

§ 12-34. Powers.

The Museum Committee is empowered to establish policies, standing rules and procedures to effectuate the purposes of the Museum Committee. The Committee shall be supervised by the Town Board. All such policies, rules and procedures, and amendments thereto, shall be referred to the Town Board for approval before becoming effective.

§ 12-35. Membership.¹

- A. Members. The Museum Committee shall be composed of members², all appointed by the Town Board.
- B. Term. Each member of the Museum Committee shall have a term of three years.
- C. Vacancies. If any member either resigns or is removed by the Town Board, the Town Board will appoint a person upon recommendation of the Committee.

§ 12-36. Officers.

The Museum Committee shall have a Chairperson, a Secretary and one member, elected from the Committee by a majority vote annually at a meeting of the Committee.

- A. The Chairperson shall preside at all meetings.
- B. The Secretary shall keep all minutes of the meetings and furnish a copy to the Town Board following a meeting. In addition, the Secretary shall correspond on behalf of the Committee.

§ 12-37. Employees.

1. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).

2. Clerk's Note: Amended at Town Board Meeting 4/8/2009, Section H, Item 1.

The Museum shall have an employee who will serve as Curator of the Museum. The duties of the Curator will be as determined and assigned by the Committee. All admission fees collected by the Curator, at the rate determined mutually by the Town Board and the Committee, shall be turned over to the Town Clerk/Treasurer. Any employees shall be hired by the Town Board, upon review of recommendations by the Museum Committee, and shall be deemed employees of the Town of Washington.

§ 12-38. Meetings.

- A. The Committee shall meet from time to time at a time and place to be decided upon by the Committee members.
- B. All such meetings shall be conducted in accordance with Subchapter V of Chapter 19 of the Wisconsin Statutes, commonly known as the "Wisconsin Open Meeting Law."
- C. The budget request for the Museum Committee shall be presented to the Town Board prior to October 1 of each year to give ample time to be placed in the Town budget.

§ 12-39. Collection of artifacts.

- A. The Museum collection shall be the property of Town of Washington and be located at the Jacobsen Museum, Little Lake Road, Washington Island, Wisconsin.
 - B. Custody of the materials contained therein shall be with the Museum Committee.
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ARTICLE VII
Library Committee

[Adopted 2-8-1988 by Ord. No. 006-86 (Ch. 9, Subch. VII of the 1986 Code)]

§ 12-40. Authorization.

The Town shall have a Library Committee known as the "Washington Island Library Committee."

§ 12-41. Purpose.

The purpose of the Library Committee shall be as follows:

- A. To supervise and carry on duties of the Door County Library on Washington Island as specified in the Door County Library rules.
- B. To recommend to the Town Board changes and improvements of the physical structure of the Library.
- C. To serve as an advisory committee to Door County Library in regard to hours, programs and operation.
- D. To oversee and be responsible for interior furnishings needed for the overall function of the Library.

§ 12-42. Powers.

The Library Committee is empowered to recommend policies to the Door County Library concerning the use of the structure as needed in the community.

§ 12-43. Membership.¹

- A. Members. The Library Committee shall be composed of five members, all appointed by the Town Board, upon recommendations of the Committee. One member must be the administrator of the Washington Island School. The Librarian shall serve as an ex officio member of the Committee.
- B. Term. Each member of the Library Committee shall serve until the member either resigns or is removed by the Town Board upon recommendation of the Committee.
- C. Vacancies. If any member resigns or is removed the Committee will recommend a person to the Town Board to fill the vacancy.

§ 12-44. Officers.

The Library Committee shall have a Chairperson, a Secretary and a Treasurer, elected annually by the Committee.

- A. The Chairperson shall preside at all meetings.

1. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).

- B. The Secretary shall keep all minutes of the meetings, and furnish a copy to the Town Board following the meeting.
- C. The Treasurer shall keep all financial records.

§ 12-45. Employees.

The Librarian shall be an employee of the County of Door.

§ 12-46. Meetings.

- A. The Library Committee shall meet from time to time at a time and place to be decided upon by the Committee members.
- B. All such meetings shall be conducted in accordance with Subchapter V of Chapter 19 of Wisconsin Statutes, commonly known as the "Wisconsin Open Meeting Law."

§ 12-47. Location.

The Door County Library for Town of Washington shall be located in the Washington Island Community Center, Main Road, Washington Island, Wisconsin.

ARTICLE VIII
Maritime Museum Committee
[Adopted 3-8-1993 (Ch. 9, Subch. IX of the 1986 Code)]

§ 12-48. Authorization.

The Town shall have a Maritime Museum Committee known as the "Maritime Museum Committee."

§ 12-49. Purpose.

- A. To locate, gather, record and preserve a collection of artifacts and history relating to the commercial fishing industry and other artifacts and history pertaining to ships and shipwrecks in the area around Washington Island.
- B. To provide supervised public viewing of the collection.
- C. To have the responsibility of reporting necessary major repairs or changes to the physical structures to the Town Board. (Physical structures to include two ice houses, a fishermen's cottage, and two Museum buildings.) Minor repairs and changes to be done at the discretion of the Committee.

§ 12-50. Powers.

The Committee is empowered to establish policies, standing rules and procedures to effectuate the purposes of the Committee. All such policies, rules and procedures and amendments thereto shall be referred to the Town Board for approval before becoming effective.

§ 12-51. Membership.¹

- A. **Members.** The Maritime Museum Committee shall have five members, all appointed by the Town Board. In addition, the Harbormaster shall be an ex officio member, with no voting powers.
- B. **Term.** Each member of the Maritime Museum Committee shall have a term of three years.
- C. **Vacancies.** If any member either resigns or is removed by the Town Board, the Town Board will appoint a person upon recommendation of the Committee.

§ 12-52. Officers.

The Maritime Museum Committee shall have a Chairperson, a Secretary and a Treasurer, elected from the Committee by a majority vote annually at a meeting of the Committee.

- A. The Chairperson shall preside at all meetings.
- B. The Secretary shall keep minutes of all meetings, and furnish a copy to the Town

1. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).

Board following a meeting. In addition, the Secretary shall correspond on behalf of the Committee.

- C. The Treasurer shall accept all signed bills which have been authorized by the Chairperson or his designee before being transferred to the Town for payment.
- D. Donations and self-generated funds will be received by the officers of the Committee, and turned over to the Town Clerk/Treasurer to be deposited in a separate account.

§ 12-53. Employees.

- A. The Committee may have a paid director or employee who serves on the Committee but is not a voting member.
- B. The Committee may choose to have paid employees to guide public tours of the Museum. The staff will be employees of the Town of Washington, selected after the job opening has been posted. The Committee will recommend their selection to the Town Board for final approval.
- C. The Town Board sets all wages and draws up all contracts following the recommendation of the Committee.

§ 12-54. Meetings.

- A. The Committee shall meet as needed and upon agreement within the officers of the Committee.
- B. An annual meeting of the Committee shall be held once a year for the purpose of:
 - (1) Reporting to the public on achievements of the Committee during the preceding year;
 - (2) Announcing plans of future activities; and
 - (3) Reporting financial status of the Maritime Museum.
- C. All such meetings shall be conducted in accordance with Subchapter V of Chapter 19 of Wisconsin Statutes, commonly known as the "Wisconsin Open Meeting Law."
- D. All meetings of the Committee shall require that a quorum be present before any business is transacted. Passage of any matter shall require a majority vote of the members present at the meeting.

§ 12-55. Collection of artifacts.

The Museum collection shall be the property of the Town of Washington and be located at the Jackson Harbor Maritime Museum, Indian Point Road, Washington Island, Wisconsin.

ARTICLE IX¹

Economic Development Committee

First Reading: February 9, 2011

Second Reading and Adoption: March 9, 2011

§12.56 Authorization

The Town shall have an Economic Development Committee, known as the "Town of Washington Economic Development Committee".

§12.57 Purpose

The purpose of the Committee shall be to (1) investigate, analyze and develop, for approval of the Town Board, an Economic Development Plan and Strategy for the Island, (2) facilitate the implementation of such Economic Development Plan and Strategy and (3) prior to the development of such Economic Development Plan and Strategy (a) investigate, analyze and make recommendations to the Town Board with regard to specific economic development activities, projects and strategies and (b) if approved by the Town Board, take such actions with respect to such activities, projects and strategies as the Town Board shall authorize from time to time.

§12.58 Membership

(A) MEMBERS - The Economic Development Committee shall be composed of seven (7) members. At least one member of the Committee shall be a member of the Town Board and the other members of the Committee shall be property owners or registered voters in the Town of Washington appointed from time to time by the Town Board; provided that no more than two (2) members of the Committee may be property owners who are not registered voters. The Town Board shall appoint the initial members of the Committee and thereafter shall appoint members to fill vacancies or to add members to the Committee based upon recommendations from the Committee.

(B) TERM - Members of the Economic Development Committee shall be appointed for one (1), two (2) or three (3) year terms, and may be reappointed for additional terms; provided that a person who shall have served for ten (10) consecutive years shall not be eligible for reappointment. Any such person shall become eligible for appointment after being off the Committee for one (1) year. Each member shall serve until the end of his or her term and any member of the Committee at any time, without cause, by written notice to the Committee and such removed or replaced member.

(C) QUORUM - A majority of the members of the Committee shall constitute a quorum for the transaction of business by the Committee at any meeting of the Committee.

§12.59 Officers

(A) CHAIR AND SECRETARY - The Committee shall have a Chair and a Secretary Elected annually from the membership of the Committee by a majority vote of the Committee members present at the first meeting in April at which there is a quorum; provided that the Chair and Secretary of the Committee shall be registered voters in the

¹ Clerk's Note: Adopted at Town Board Meeting, 03-09-2011, Paragraph H, Item 1.

Town of Washington.

(B) DUTIES - The Chair shall preside at all meetings. The Secretary shall keep minutes of all meetings, and furnish a copy to the Town Board promptly following the approval of such minutes by the Committee. In addition the Secretary shall correspond (or designate another member to correspond) on behalf of the Committee.

§12.60 Meetings

(A) TIME AND PLACE OF MEETINGS - The Committee shall meet as needed to carry out the purposes as stated in Section 1, at a time and place to be decided upon by the Committee membership. The Committee shall meet with the Town of Washington Planning Committee (also known as WIZAP) and other Committees of the Town from time to time as the Chair of the Committee and the Chair of the Planning Committee or other Committee shall determine to be necessary or appropriate.

(B) OPEN MEETINGS LAW - All meetings of the Committee shall be conducted in accordance with Subchapter IV of Chapter 19 of the Wisconsin Statutes, commonly known as the "Wisconsin Open Meetings Law".

ARTICLE X¹
PARKS COMMITTEE

Adopted March 20th, 2012 as Ch. 12, Subchapter X of the 1986 Code

§12.61 Authorization

The Town shall have a Parks Committee known as the "Parks Committee".

§12.62 Purpose

- A. To oversee Town of Washington parks and make recommendations to the Town Board for maintenance and improvements of the Town parks.
- B. To work with other Town of Washington Committees and other groups and organizations from time to time for enhancement of the parks of the Town of Washington.

§12.63 Powers

The Committee is empowered to establish policies, standing rules and procedures to carry out the purposes of the Committee. All such policies, rules and procedures and amendments thereto shall be referred to the Town Board for approval before becoming effective.

§12.64 Membership

- A. Members. The Parks Committee shall have seven members, all appointed by the Town Board.
- B. Term. Each member of the Parks Committee shall serve until the member either resigns or is removed by the Town Board upon recommendation of the Committee.
- C. Vacancies. If any member resigns or is removed by the Town Board, the Town Board will appoint a person upon recommendation of the Committee.

§12.65 Officers

The Parks Committee shall have a Chairperson and a Secretary, elected from the Committee by a majority vote annually at a meeting of the Committee.

- A. The Chairperson shall preside at all meetings.
- B. The Secretary shall keep minutes of all meetings, and furnish a copy to the Town Board following a meeting. In addition, the Secretary shall correspond on behalf of the Committee.

§12.66 Meetings

- A. The Committee shall meet one time per month and upon agreement within the officers of the Committee.

¹ Clerk's Note: Adopted at Town Board Meeting, March 20th, 2012, Section 11, Item C.

- B. All such meetings shall be conducted in accordance with Subchapter V of Chapter 19 of Wisconsin Statutes, commonly known as the "Wisconsin Open Meeting Law".
 - C. All meetings of the Committee shall require that a quorum be present before any business is transacted. Passage of any matter shall require a majority vote of the members present at the meeting.
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Article XI¹
Washington Island Airport Advisory Committee

By-laws

The purpose of the Washington Island Airport Advisory Committee is to serve as the management body in an advisory capacity for the Washington Island Town Board of Supervisors and to oversee the operations, improvements and development of the Washington Island Airport.

§ 12-67: Authorization

The Town of Washington shall have a committee known as the Washington Island Airport Advisory Committee, herein after referred to as WIAAC.

§ 12-68: Purpose

The WIAAC serves at the pleasure of the Washington Island Town Board of Supervisors as a means to aid the Town Board on matters relating to the Washington Island Airport.

The WIAAC is created under the Code of Ordinances of the Town of Washington; and will operate under the authority of the Town Board; report to the Town Board and; not make policy and/or implement procedures without Town board approval.

The WIAAC will provide advice and recommendations to the Washington Island Town Board of Supervisors on matters relating to the following:

- Review and recommend changes to the actual operation of the Airport with the idea of improving existing standards or establishing new standards and incorporating the same as policy.
- Review Safety and Security policy and procedure, create and coordinate standards and policy in line with FAA, BOA and WisDOT requirements and recommendations.
- The future vision for development of the airport and measures for procuring improvements and funding.
- Study applicable airport-related plan(s) and make proposals, when necessary, of methods to implement.
- Review and recommend changes to existing and future leases or drafts of leases and agreements entered into between the Town of Washington and private parties. WIAAC shall not have the authority to approve Lease Agreement with specific tenants.

continued

¹ Adopted at TBM 05-21-2013 12. New Business, Item E. Ordinance 2013-03

- Recommend a marketing strategy to actively promote the Airport to the Aviation community and the general public. Review the Economic feasibility and impact of the Airport to the Island.
- Advance and promote airport use for general aviation
- Maintain a liaison with the FAA, BOA and WisDOT and coordinate actions when necessary.
- Research and promote airport services to contribute to the local health, welfare and economy of the Island and its residents.
- Provide a forum for public discussion on issues related to the Washington Island Airport.

§ 12-69: Membership

- A. The voting members of WIAAC shall be five (5) individuals appointed by the Washington Island Town Board of Supervisors.
 - 1.) Openings shall be posted for one (1) month prior to request and approval by the Washington Island Town Board.
 - 2.) New members shall be approved at a Regular or Special Meeting of the Town Board by a majority affirmative vote.
- B. Members of the WIAAC shall not accept pay, compensation or accept gratuities for services on the Committee.
- C. The voting members shall consist of:
 - 1.) Five (5) members who are:
 - a.) pilots
 - b.) aircraft owners
 - c.) FAA certified aircraft mechanics
 - d.) Hangar owners at the Washington Island airport.
 - e.) who have an active interest in general aviation and airport administration.
- D. To be eligible for appointment on the WIAAC a person must:
 - 1.) Be a property owner or occupy a residential dwelling located on Washington Island.
 - 2.) Have an active interest in, or have knowledge of general aviation or airport administration
- E. Vacancies occurring on WIAAC shall be filled for the unexpired term by an appointment by a majority vote of the Washington Island Town Board. The category where the vacancy is created shall only be filled by an eligible person in order to avoid an uneven composition of the Committee.

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- F. Members may be removed by a majority affirmative vote at a meeting of the Washington Island Town Board. Termination of Membership shall occur in the event that:
- 1.) The member is no longer a resident or property owner on Washington Island.
 - 2.) The member is no longer a member of that category from which he was appointed resulting in an uneven composition of the Committee.
 - 3.) The member has acted in violation of the meeting requirements of these by-laws.
 - 4.) Term limitations have been reached.
 - 5.) The member has not attended at least 50% of the properly scheduled, posted meetings within one calendar year. A member may be excused from a meeting if prior to a meeting the Chairperson has been notified. However, a member is entitled to only two (2) excused absences per calendar year.
- G. Members are required to attend at least 50% of all meetings in a calendar year.

§ 12-70: Officers

- A. The officers of the WIAAC shall consist of a Chairperson and a Vice-Chairperson and a Secretary. The Chair and Vice-Chair shall be chosen by the Committee at the first regularly scheduled meeting of every year. They shall serve one-year terms or until their successors have been elected. The officers shall take office at the end of the meeting at which they are elected.
- B. The Chairperson shall preside over all Advisory Committee meetings. The Chairperson may submit an agenda, recommendations and information applicable to the Advisory Committee and Washington Island Airport.
- C. The Vice-Chair shall assume the duties of the Chair whenever the Chair is unable to fulfill the duties of the office. In the event that both the Chair and Vice-Chair are unable to attend any meeting, those in attendance shall select a member to serve as Acting Chair for the meeting.
- D. The Secretary shall record the minutes for the meetings. The official minutes of the Committee and its recommendations shall be permanent records to be kept in the Office of the Town Clerk.
- E. Each member shall have one (1) vote on any matter before the Advisory Committee. Recommendations of WIAAC to the Washington Island Town Board of Supervisors shall be by a majority vote of regular members of the Advisory Committee. All voted actions of the Advisory Committee shall be recorded and kept as a permanent record of the Advisory Committee and provided to the Board of Supervisors.

§ 12-71: Meetings

- A. All meetings of WIAAC shall be held at any Town facility to include the Washington Island Airport Building.
- B. The committee shall meet no less than four (4) times per year; but may meet as often as necessary to address the business of the WIAAC.

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- C. A quorum shall be a majority of the voting members appointed.
- D. The Secretary, or other authorized officer, shall prepare an agenda of all matters to come before the Committee and properly post such agenda no later than 24 hours prior to the start of the meeting. Agendas shall be delivered to the Town Office in such a format as to support proper, timely posting on the Town of Washington Website.
- E. All meetings of the Committee shall be open to the public. So as not to interfere with the course of the meeting, audience participation in Committee meetings shall appear near the beginning of the agenda for the purpose of addressing any item on the agenda.
- F. The Secretary shall prepare the minutes of the proceedings of each regular and special meeting of the Committee. Minutes shall be delivered to the Town Clerk whereby they will be included in the next Town Board meeting and posted on the Town of Washington website.
- G. Wisconsin Open Meeting Law and Open Records are in effect for Town Committees including, but not limited to, the posting of agendas, minutes, electronic communication, etc.

§ 12-72: Recommendations to the Town Board

- A. Recommendations of the WIAAC shall be prepared in writing. Recommendations shall be presented to the Washington Island Town Board for consideration at a regular or special meeting of the Town Board.
- B. Recommendations of the WIAAC may be made to the Washington Island Town Board by the Chairperson, Vice Chairperson or a member of the Airport Advisory Committee.

§ 12-73: Revenues and Expenditures

- A. WIAAC shall not exercise control over those monies allocated in the General Town Budget for Airport expenses.
- B. All expenditures shall be authorized and approved by the Washington Island Town Board and payment of expenditures is the responsibility of the Town Clerk/Treasurer.
- C. All of the Airport Committees' monetary activities are to be part of the Town Budget. All expenditures can only be authorized by the Board.

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D. All revenues and donations collected must pass directly through the Treasurer.

- 1.) Allocation of money is not the authority of the Washington Island Airport Advisory Committee.
- 2.) It is not within the authority of the Committee to hold cash in any reserve type fund.
- 3.) It is not permissible to use received cash to pay for expenses.
- 4.) All revenues must be accounted for like other town revenue.
- 5.) Donations will be accepted only when they are made free of any enforceable contingency.

§ 12-74: Amendment to the By-laws

The By-laws of the WIAAC may be amended, added to, or repealed, or new Laws may be adopted in lieu hereof by the affirmative vote of a majority of the Washington Island Town Board of Supervisors. If a majority of the Committee determines that a revision to the by-laws is in the best interest of the Town or the Airport, they may recommend a revision to the Board.